



COCONINO COUNTY Parks & Recreation Department

HC 39 Box 3A Fort Tuthill County Park
Flagstaff, AZ 86001 (928) 679-8000 FAX: (928) 774-2572

LEASING POLICY

A. PURPOSE OF LEASING POLICY:

The purpose of this policy is to provide an objective and uniform process to determine to whom Coconino County Parks & Recreation (CCPR) will rent and under what terms it will rent park facilities.

B. EVENT DEFINITION:

A special event is any public or private gathering involving the use of Coconino County Parks and Recreation owned properties, and may include any combination of the following activities: entertainment, dancing, music, drama, sports/athletics, craft/vendor booths, displays, amusement rides and activities, parades, the sale or free distribution of merchandise and/or alcohol. In addition, special event rules and policies apply when attendance is expected to exceed 250 people at any Ramada or 50 people at the Fort Tuthill County Park and Cataract Lake County Park Campgrounds.

C. POLICY GOALS:

The goals of the leasing policy are to:

1. Ensure lessee civil liberties are respected.
2. Establish an objective and fair application process to determine to whom CCPR will and will not rent and what fees, deposits, and special conditions will be applied to each event.
3. Maintain a facility rental system that generates a positive operating margin and guarantees financial solvency of CCPR.
4. Ensure all traditional and non-traditional facility users abide by the CCPR Leasing Policy, the Special Events – Leased Facility Rules, Policies and Procedures, and have signed contracts that outline exact expectations and limitations of their use.
5. Evaluate and permit events that are consistent and compatible with generally accepted standards of the community.

6. Ensure park property and public safety are not adversely affected by events.

D. APPLICATION CONSIDERATIONS:

All facility request applications will be evaluated on the following:

1. Availability of facility/facilities on requested date(s).
2. Accordance between requested facility use and the facility's intended purpose. Ability of the facility to safely accommodate the event without experiencing physical or natural resource damage.
3. Nature of event. In the event of multiple rental requests on the same or adjacent dates, preference will be given to events which showcase local arts and culture; support the efforts of Coconino County non-profits, businesses, and residents; encourage participation by local residents; and provide educational value.
4. Prior history of event sponsor.
5. Ability of staff to adequately support the requested event with reasonable safety and recover costs within the existing fee schedule.
6. Effect of the event upon the recreation experiences of casual park users, park users attending CCPR-sponsored events, and park users attending previously contracted lessee events.

CCPR shall utilize and provide applicants with a list of its desired events criteria and a copy of the priority rating system, which it uses to award event permits.

E. CATEGORIES OF RENTERS AND APPLICABLE FACILITY RENTAL FEES & SECURITY DEPOSITS:

All CCPR facility rental applicants will be categorized into one of the following groups and assessed variable deposits and fees:

1. *Probationary Status Lessees*

Definition

- Lessees or events who have never applied for an event with CCPR
- Lessee or events whose deposits were not returned the previous year due to facility damage
- Lessee or events whose deposits were not returned the previous year due to late payments
- Lessee or events whose deposits were not returned the previous year due to contract violations

- If the event is conducted as agreed to in the facility use contract, deposits will be returned and the event or lessee will be moved to "Good Standing" for their next event.
- Security deposits at 150% the standard amount (refundable.)

2. ***Poor Standing Status Lessees***

Definition

- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years,
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to facility damages,
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to late payments,
- Lessees or events whose deposits were not returned for two consecutive events during one season (May through October) or two consecutive years due to contract violations.
- If the event is conducted as agreed to in the facility use contract, deposits will be refunded and the event or lessee may be moved to "Probationary" standing for the next event.

Note: Requests for facility use by events or lessees who rank in this category may be refused.

3. ***Good Standing Status Lessee***

Definition

- Lessees or events who abide by CCPR contractual rules,
- Lessees or events who leave facilities in an acceptable manner to CCPR,
- Lessees or events who make payments due to CCPR by due dates,
- Lessees or events that are returned all refundable deposits.

The CCPR director may at any time deny facility usage, regardless of an event's classification within this system, by events

- Which are in conflict with a facility's intended use
- Which conflict with other events or activities held at the same park
- Which have become too large for park facilities

- Which have previously caused severe facility or natural resource damage
- Which have violated the law, or
- Which have failed to remit fees owed to CCPR within 90 days of the end of the event.

Probationary or poor standing status is not exclusive to a specific event and may be assigned to an event lessee who hosts multiple events throughout a season (May to October). For example, if an event lessee is put on probationary status after an event, the next event hosted by the same lessee will incur probationary or poor standing facility fees and deposits or may be denied facility usage by the CCPR director.

F. APPLICATION PROCESS:

Prospective lessees must submit a complete Event Application and an Event Management Plan to CCPR. Applications will not be considered if they are incomplete or are submitted without an Event Management Plan.

Events will be evaluated on a case-by-case basis using CCPR's events criteria and priority rating system, and special conditions of leasing may be required.

Applicants must provide complete applications according to the following schedule.

- Level 1: Event applications must be received no later than 60 calendar days prior to the event. CCPR shall notify event applicants of the status of their applications within 30 calendar days of receipt
- Level 2: Event applications must be received no later than 45 calendar days prior to the event. CCPR shall notify event applicants of the status of their applications within 20 calendar days of receipt.
- Level 3: Event applications must be received no later than 45 calendar days prior to the event. CCPR shall notify event applicants of the status of their applications within 20 calendar days of receipt.

Event Level Definitions

Level 1: *An event will be defined at Level 1 if the majority of these conditions are anticipated.*

- Event will occur over a single- or multiple-day period.
- Event will bring in 2,000 or more people.

- Admission or entry fees will be charged.
- Food will be sold to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Extensive use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.
- Alcohol will be sold or distributed to the public.

Level 2: An event will be defined at Level 2 if the majority of these conditions are anticipated.

- Event will occur over a single- or multiple-day period.
- Event will bring in 500 to 2,000 people.
- Admission or entry fees may or may not be charged.
- Food will be sold to the public.
- Alcohol will not be sold or distributed to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Moderate use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.

Level 3: An event will be defined at Level 3 if the majority of these conditions are anticipated.

- Event will occur on a single day.
- Event will bring in fewer than 500 people.
- No admission charged or entry fees.
- No food will be sold to the public.
- Alcohol will not be sold or distributed to the public.
- May or may not involve live entertainment.
- Minimal use of CCPR staff and equipment and facilities is required.
- Event may or may not require electricity and other utilities.

F. SPECIAL CONDITIONS:

1. Special conditions will be specified in the contract or addenda, and lessees will be required to sign the agreement according to the following schedule. CCPR retains the authority to cancel an event at any time, including when it is in progress, if special conditions are not met or if public safety is jeopardized.
 - Level 1: 25 days prior to event.
 - Level 2: 20 days prior to event.
 - Level 3: 15 days prior to event.

2. Special parking conditions may be applied when event traffic is likely to result in blocking emergency vehicle passage, or when the volume of traffic requires control and proper distribution of vehicles into designated parking areas. Traffic and parking control may be required at the sole discretion of CCPR. CCPR has sole authority to appoint traffic and parking control personnel and/or a parking management firm, and to set parking fees. Lessee events occurring concurrently with CCPR sponsored or amphitheater events may be subject to parking fees at Fort Tuthill County Park. Parking fee collection points may be located at all access points to Fort Tuthill.

Lessees may be required to contract for mass transit (i.e. bus service) as a means of reducing the amount of traffic into the park.

PUBLIC ACCESS:

Any organization or individual that has exclusive use of a CCPR-owned facility or whose facilities occupy CCPR property must pay fees as specified on approved fee schedules. Any such organization or individual shall allow the public use of the grounds and facilities when they are open except during properly contracted and scheduled special events. Public access needs to be granted to all organizational meetings held on CCPR properties.